

8.0 Voluntary Security Program

The Voluntary Security Program (VSP) provides funding for projects to enhance the security of public-use general aviation airports in Virginia.

The Virginia Aviation Board has delegated the authority to review and approve funding requests for the VSP to the Virginia Department of Aviation.

8.1 Project Eligibility

Before a general aviation airport sponsor can receive funding for a security improvement project, the airport must first be declared a "Secure Virginia Airport" as described in Chapter 13 General Aviation Airport Voluntary Security Certification Program. In addition, a security improvement project must be identified on the sponsor's approved airport security plan in order to be eligible for state funding. VSP does not require prerequisites for projects to conduct security audits and develop security plans. The following are examples of eligible for VSP funding:

- airport security audit
- airport security plan
- terminal area fencing, including 500 feet of vinyl coated fence
- perimeter fencing
- electronically controlled entry gates
- external and internal surveillance systems
- security signage
- security lighting
- security barriers

A fence clearing project is eligible one time only. The continuing maintenance of the terminal area and perimeter fence lines is a sponsor's responsibility. Operational costs, such as the hiring of security guards, are not eligible.

Sponsors should contact DOAV to discuss the eligibility of other security improvements under this program.

8.2 State Participation

VSP funds 100 percent of projects to conduct security audits and develop security plans. The program funds 90 percent of the design and installation of security improvements that address deficiencies identified in plans and audits.

DOAV will review security audits and plans, and it will review and approve engineering agreements, plans, and specifications for security improvements.

8.2.1 Utilization of Airport Capital Program Funds

When funds are not available under the Voluntary Security Program, a sponsor may submit project requests under the Airport Capital Program for consideration by the Virginia Aviation Board. The projects must meet the eligibility requirements of the Voluntary Security Program, and the required supporting documents for the Airport Capital Program must be provided as part of the project request submission.

8.3 Application Process

Sponsors will submit project requests for funding through Airport IQ. Each project request entry must include a project description and estimated cost, listed by state and local funding source. The cost estimate should include a sponsor's administrative costs.

The following supporting documentation must be submitted with the project request:

- scope of work
- quote or bid
- project schedule
- sketch

Actual proposals must be presented when the scopes are submitted to DOAV for review and approval, including costs and man-hours for subconsultants. Should the prime consultant or subconsultant costs and man-hours justifiably change after funding has been approved, sponsors can request an increase as described 8.6.1 Grant Amendments and Change Orders.

Project requests may be submitted at any time during the fiscal year, except for the 72-hour period after the due dates for Airport Capital Program submissions. Requests should only be made for projects that are eligible and meet prerequisites.

8.4 Evaluation and Selection Process

Upon receipt of a project request, DOAV will confirm the availability of funds within the program. DOAV will then review the project request for completeness and project eligibility. DOAV will prioritize the project(s) in consideration with existing VSP requests and make a determination regarding funding.

8.5 Agreement Process

For approved projects, a written notification will be sent to the sponsor, either a tentative allocation letter or grant offer, based on the scope of work. The notification will include a description of the work to be undertaken, the amount of funding allocated to the project, and funding termination date.

8.5.1 Tentative Allocation

After a tentative allocation is offered for a design and construction project, the sponsor may begin the design. Upon DOAV approval of bids, a grant agreement will be offered for the design and construction project.

8.5.2 Grant Agreements

The sponsor must execute the grant agreement prior to initiating any design work for a design only project, construction work, or purchases. Please refer to the agreement process section in Chapter 6 Airport Capital Program for details on a grant agreement.

8.6 Project Implementation

Once a grant agreement has been executed, work may begin. Based on the type of project, DOAV may inspect a security improvement project as it progresses or when it is complete.

8.6.1 Grant Amendments and Change Orders

At any time during the course of a project, the grant agreement for a VSP project may be amended for justifiable cause, such as a change in the grant amount or a change in the scope of work. When a sponsor becomes aware of conditions that will necessitate a change, the sponsor should immediately submit to DOAV a written request for a grant amendment. The written request must include the following information:

- grant number and project name
- current expiration date if time extension is part of the request
- reason for the request including an explanation of why the project will not be finished by the grant expiration date or with the allocated funds
- plan of action and revised project schedule for completion of the project

All grant amendments must be coordinated with DOAV prior to the subject work being initiated. All increases are contingent on the availability of funds.

A change order will be addressed by DOAV at the time the change order is requested. Increases or decreases to a grant will not be addressed until project completion, and increases are subject to the availability of funds.

8.6.2 Reimbursement

Requests for reimbursement can be made for partial amounts or the full amount. The department requires that reimbursements for less than \$1,000 be made for the full amount at the completion of the project. The requests must be made using DOAV's *Request for State Fund Reimbursement Form*. The form must bear the sponsor's original signature and date to certify acceptance of the costs from contractors and others. The form must be submitted with the required supporting documentation, such as a consultant or contractor invoice.

DOAV will review the reimbursement form and supporting documentation. If the submittal is acceptable, payment will be approved. If the submittal is not acceptable, DOAV will contact the sponsor by telephone or email to discuss errors or omissions. If the sponsor cannot be contacted within five business days, the reimbursement package will be returned with a written notification that explains any discrepancy. DOAV will withhold or reduce any reimbursement payment until discrepancies are resolved. **It must be noted that goods ordered and services contracted prior to DOAV approval will not be eligible for reimbursement.**

DOAV will not reimburse a sponsor for more than 90 percent of a grant amount until it notifies the sponsor of receipt of acceptable deliverables or final acceptance of construction. Requests for reimbursements exceeding 90 percent of the grant should not be submitted to DOAV if the approval on project completion has not been given by DOAV. Such requests will be returned to the sponsor for correction and resubmission, thereby delaying the sponsor's receipt of the funds. After the receipt of acceptable deliverables or final acceptance of construction, DOAV will accept a reimbursement request for the remainder of a project's cost.

8.6.3 Project Close-out

A close-out letter will be sent to the sponsor confirming that the project is complete and all payments have been made, unless an audit will be performed as described below. Final inspections will be required prior to project close-out for construction projects.

An audit may be conducted on a project. If an audit is conducted, the sponsor will receive written notification of the outcome and any adjustments that need to be made. After an audit, a closeout letter will be sent to the sponsor.